



COMPANY VEHICLE POLICY

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Company Vehicle

Whenever the Company provides you with a company vehicle, it is provided strictly in accordance with the following rules (“the vehicle policy”), which the Company may change, by amendment, addition or deletion or by the substitution of new rules or policies, from time to time at its discretion. You must at all times observe and comply with the Company’s vehicle policy and with the terms and conditions of any policy of insurance relating to your use of a vehicle provided by the Company. Failure to do so can result in the withdrawal of any vehicle provided for your use and/or disciplinary action (including dismissal whether with or without notice or payment in lieu).

Driving Licence

You must at all times, have and maintain a full and valid UK driving licence. You will be required to present your driving licence to Head Office on an annual basis. In addition you must:

- Notify the Company immediately if you are summonsed for a driving-related offence
- Notify the Company immediately of the outcome of any court hearing at which you are summonsed to appear for a driving-related offence
- Co-operate fully with the Company including providing the Company with all such details as it may require
- Notify the Company if you have any medical restrictions on your ability to drive

The Company will withdraw your Company vehicle without compensation if you are banned from driving and will reserve the right to terminate your employment.

Insurance

You shall comply fully with the terms of any insurance policy, which may apply to the use of the vehicle. A copy of the certificate of insurance, which currently applies to the vehicle, has been made available to you.

Care of Vehicle

You shall at all times take good care of any vehicle provided for your use. It must be kept secure and locked at all times when not in use.

Misconduct

The Company regards as gross misconduct (for which you may be summarily dismissed) the use of a Company vehicle at any time whilst under the influence of alcohol or of any other substance.

Staff must remember that when they are driving a Company vehicle, they are expected to drive in a safe and courteous manner. Any complaints made against your driving will be fully investigated, and may result in disciplinary action being taken against you.

Responsibility for Fines and Penalties

You are responsible for the payment of all fines, penalties, charges, costs, or expenses (other than those which the Company has specifically agreed to pay under the terms of your employment contract) incurred in connection with the use of your Company vehicle.

Theft, Accident or Damage

You shall notify the Company immediately of any theft of, or accident involving, or damage sustained by, any vehicle provided for your use and shall provide all such information, explanations and assistance as the Company may require in connection with such theft, accident or damage and shall generally co-operate fully with the Company.

Nothing of value must be left in a Company vehicle overnight. Failure to observe this may result in the Company requiring you to make a financial contribution to any loss or damage.

Defects

You shall notify the Company immediately of any mechanical, electrical or other operational defect relating to the vehicle and shall provide all such information, explanations and assistance as the Company may require and shall co-operate generally with the Company.

Liability for Insurance Claims

Where a claim is made against the Company and/or its insurers in respect of a Company vehicle provided for your use, the Company reserves the right (in appropriate circumstances) to require you to make a financial contribution towards satisfaction of that claim. If the Company exercises this right, any such contribution would not normally exceed the excess payable under the insurance policy, but could, where the Company considers that there are special circumstances, amount to the entire sum claimed where, for example, the insurer refuses a claim.

Running Costs

The Company shall bear the costs of paying road tax, insurance, testing, repairing, servicing and maintaining the vehicle. The Company will also pay fuel costs.

Paul Battershall
General Manager